City of Riverside
3900 Main St., 3rd floor
Riverside, CA 92522
(951) 826-5489

APPLICATION FOR ELECTRIC SERVICE DESIGN

Project Address / Tract No/ Etc.: _____

Project Description: _____

As applicant, I request that the Public Utilities Department prepare the design and determine the customer service charges for providing electric service to the above addressed project. This application is for the electric service design only and is separate from the Electric Service Application needed to set-up an electric service meter account. I understand that service will be provided in accordance with the current Public Utilities Department Electric Rules and Rate Schedules and the following conditions:

1. Customer provided service facilities shall be furnished, installed, and inspected in accordance with design drawings prepared and approved by the Department. Customer facilities not installed, inspected nor approved in accordance with the approved Department drawing will not be accepted.

2. Copies of approved Department design drawings and the amount of the service charges to be paid will be mailed to the Applicant at the address furnished below. However, in any event, it shall be the responsibility of the applicant to obtain the approved drawing and pay the service charge.

3. Applicant shall pay all service charges prior to installation of Department furnished facilities.

The design, size, number, type and location of service facilities to be furnished and installed is dependent upon the electric information sheet and approved architectural plot plan submitted by the Applicant. The Applicant shall notify the Department in writing of any changes, deletions, omissions, additions or revisions to the plan or information submitted that would affect the final design or service charges.

If you have any questions regarding these matters or require further information please feel free to stop by the office or contact our Department Service Representative at (951) 826-5489.

Applicant/Authorized Representative: _____

Corporate or Applicants name(s): _____

Title: _____

Signature Applicant/ Representative: _____ **Date**: _____
(Person responsible for charges)

Mailing Address:
(For plans and notification of charges) _____

_____

Telephone Number and FAX Number: _____

E-Mail Address: _____

OFFICE USE ONLY:

Electric Division Representative Signature: _____ Date: _____

REVISED 8/22/25.CAM

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ELECTRIC INFORMATION SHEET

TODAY'S DATE: _____

1. _____
   Project Address ▪ Tract ▪ Tract Number ▪ Etc

2. **Project Contact Person:** _____

   Address: _____

   Phone Number:_____ **E-Mail:** _____

3. **IN-SERVICE DATE:** _____

4. **INDICATE:** New Service _____ Temp Service _____ Addition _____ Revision _____

   Other: _____

5. **COMMENTS:** _____

   _____

   _____

   _____

120/240V 1-PHASE 3W _____ 120/208V 3-PHASE _____ 277/480V 3-PHASE 4W _____

Other: _____

Main Switch Size(s): _____

RESIDENTIAL ▪ SINGLE FAMILY ▪ DUPLEXES ▪ APARTMENTS

Indicate Number and Size of Major Electrical Equipment:

_____ Tons A.C.	_____ kW Dryer	_____ kW Water Heater
_____ kW Heater	_____ kW Range	_____ kW Pool/Spa
_____ Square Feet / House	_____ kW Oven	_____ Other

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COMMERCIAL / INDUSTRIAL (NON-RESIDENTIAL)

Indicate all electric equipment as shown below. Include all lighting, receptacles, air conditioning, motors, welders, manufacturing assemblies, etc. Fully describe the equipment and its intended usage. Also indicate any future equipment and estimated date of installation.

Description / Usage	No. Units	Voltage	Phase	Amps	KW / HP

The above information may be shown on a separate sheet or on electrical plans and load schedules and submitted with this form.

As Applicant's Engineer:

Connected Load: _____ KW

Estimated Demand: _____ KW

OFFICE USE ONLY:

Expected Estimated Demand: _____

Approved by: _____

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QUALIFIED ELECTRICAL WORKER (QEW) REQUIREMENTS

Every entry by any personnel into a Public Utilities high voltage distribution structure will require the presence of a Qualified Electrical Worker. The QEW responsibilities include requesting and receiving clearances from Public Utilities Dispatch and observing the work. The QEW must be attentive while observing the work to be able to identify hazards, issue warnings to workers, or to take appropriate action following any unplanned incident that increases or has the potential to seriously increase the hazard exposure to those inside the structure. The judgment of the QEW with regard to electrical and confined space safety takes precedence over all work inside the structure.

Developers or contractors that are responsible to perform work requiring physical entry into existing high voltage structures must arrange to have a QEW present to do all required QEW tasks.

The QEW authorization process is as follows:

1) A developer/customer will receive the QEW packet along with all the other usual information when making application for service.
2) When submitting an application for service, the developer will also submit a signed copy of the QEW Policy Acknowledgement which provides details of the QEW requirements and indemnification of the City for the actions of Contractor's and Developer's QEWs.
3) Contractor will submit a signed QEW Policy Acknowledgement, QEW Authorization Checklist, and a letter of request for each individual they wish to use as a QEW.
4) After all items on the QEW Authorization Checklist have been satisfied and signed off by Dispatch, a copy will be sent to Contractor.

The QEW verification process for structure entry is as follows:

1) Contractor receives copies of the QEW Verification form for high voltage structure entry along with plans and specs. After engineering plans are issued, contractor discusses the construction details in a preconstruction meeting with the inspector who pre-approves (on the QEW Verification form) entry into specific high voltage structures.
2) Each structure entry will require the completion of the QEW Verification form. The QEW follows the procedure outlined and will fill in all the blanks and note any unique or unexpected aspects of the Work Performed.
3) A copy of the QEW verification form will be delivered to the customer-engineering inspector.
4) When inspector is called to mandrel or to do final inspection, QEW verification forms will be reviewed to confirm that Contractor has complied with QEW requirements.
5) If QEW compliance cannot be verified, Contractor will be shut down and not allowed to do any further work in City structures.
6) Contractor may appeal to the Principal Electrical Engineer which may re-instate contractor following sufficient assurances that all future work will comply with City's QEW policies.

QEW POLICY ACKNOWLEDGEMENT

Qualified Electrical Worker (QEW)

High Voltage Structure Entry Requirements

- **GENERAL – All Contractors and subcontractors working on or around Public Utilities electrical facilities must employ properly trained and qualified personnel and have the equipment required performing the specified work safely. The contractor will be solely responsible for establishing and maintaining a safe working environment including, but not limited to, procedures and safety equipment necessary for working around energized high voltage facilities, gas testing of confined spaces, traffic control, and fulfilling all other requirements of OSHA, CalOSHA, and other applicable regulations.**

- **AUTHORIZATION REQUIREMENTS** – Dispatch shall maintain a list of authorized QEW workers and verify that all radio/mobile phone clearance requests to work on the Public Utilities high voltage system are from individuals that have been trained and approved. The *QEW Authorization Checklist* will be submitted with a letter from Contractor requesting approval to be an authorized QEW. The checklist process will confirm that the following requirements are met:
  - QEW is trained by Dispatch on proper clearance procedures
  - QEW speaks English (all communications with dispatch shall be in English)
  - A resume or other proof of job experience is provided. (Must have experience as electric utility high voltage journeyman Cable Splicer, Lineman, Powerline Technician, or similar position trained for work on energized high voltage utility facilities)
  - QEW meets with Operations/Field Construction personnel to verify experience and qualifications

- **INDEMNIFICATION** – Contractor indemnifies City of Riverside for any actions or omissions of any Contractor's designated QEW or any other Contractor's employees or representatives.

- **WORK PROCEDURES** – Entry into any high voltage structure (containing cables or equipment energized or previously energized at voltages greater than 600 volts) will require notification of the Public Utilities Electric Dispatch center. Notification shall include a request for crew tags and recloser blocking on all circuits in the structure. No worker may enter any high voltage structure until receiving a clearance from Dispatch authorizing entry.

- Contractor will arrange for an authorized QEW to take and release clearances from dispatch and to ensure safe entry into all high voltage structures. The QEW shall have full responsibility and control of the job at all times while holding the clearance and may not leave the job site until the clearance is released to Dispatch or transferred to another authorized QEW according to Dispatch procedures. The QEW must have the ability to communicate immediately with any worker inside the structure at all times.

QEW responsibilities include:

- Pre-Construction Meetings with Public Utilities inspectors. Specific construction details will be discussed as needed. A *High Voltage Structure Entry QEW Verification* form will be given to contractor.
- The QEW will use a separate Verification form each time a high voltage structure is entered to document the clearance from Dispatch and compliance with all required safety procedures.
- The QEW shall ensure that standard utility industry practices for entering confined spaces are followed, including compliance with all applicable OSHA, CalOSHA, and other regulatory requirements.
- Copies of the QEW Verification form must be delivered or faxed to the Public Utilities inspector for all structure entries prior to the request for mandrelling or final inspection.
- The Public Utilities inspector will verify that authorized QEW workers are present and follow Dispatch clearance procedures when workers enter high voltage structures.
- If Contractor does not provide verification that proper clearance procedures were followed, or if Contractor fails at any time to comply with safety or other Public Utilities requirements, Contractor's workers will not be allowed to enter any Public Utilities structures again until providing sufficient assurance to the Public Utilities Principal Electrical Engineer that Contractor's employees and representatives fully understand and commit to comply with Public Utilities structure entry requirements.

Definitions:

Qualified Electrical Worker (QEW): A person who through training and experience with electrical circuits and equipment that demonstrated the necessary knowledge and skills to perform works on or near energized facilities at voltage levels exceeding 600 volts. Qualified Electrical Workers shall be able to: (1) recognize exposed energized parts; (2) determine the nominal voltage of exposed energized parts; (3) know the minimum approach distances for the voltages exposed; (4) know the precautionary techniques and personal protective equipment required when working on or near exposed energized parts of electric equipment; and (5) understand and be able to recognize all other hazards and potential hazards of working on and around high voltage equipment whether or not energized parts are exposed.

Dispatch (System Operator in Charge): The System Operator in charge of the Public Utilities electrical transmission and distribution system, usually located in the Public Utilities dispatch center, that, after reviewing all information available (from maps, SCADA, and reports from personnel in the field), is authorized to give and receive clearances regarding the status and work on high voltage electrical circuits. The System Operator has direct authority over all high voltage switching operations.

Acknowledgement of QEW Policy:

Contractor: _____

Company Name (printed)

_____

Company Representative (printed) Title

_____

Company Representative Signature Date

Instructions

To be submitted to Customer Engineering with "Application for Service Design". Separate acknowledgements must be signed and submitted by Developer and all subcontractors hired to do structure entry work.

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HIGH VOLTAGE STRUCTURE ENTRY QEW VERIFICATION

Work Order: _____

Structure Number: _____

Dispatch: 2911 Adams Street, Riverside 92504
(951) 351-6100
(951) 351-6290 fax

Inspectors: **George Beltran (951) 826-2335**
David Ruiz (951) 826-2416
(951) 826-2492 fax

Project Name (Address): _____

Contractor (Company): _____

Project Manager/Superintendent: _____
(mobile phone)

Qualified Electrical Worker (QEW) name: _____
(mobile phone)

- Entry Pre-Approved by Inspector: _____ Date: _____
  (Preconstruction Meeting)
- Circuit Numbers requiring/receiving crew tags: _____

  _____
- Clearance received from Dispatch: Time: _____
  Date: _____

Entry Procedures: Check off following items as completed. **Mark N.A. if not required**

- o Traffic Control
- o Dewatering
- o Ventilation
- o Gas Test
- o Visual inspection to verify safe entry

Work Performed _____

_____

Clearance released to Dispatch: Time: _____
Date: _____

Work Inspected and Approved: _____ **Date:** _____
(Final acceptance)

To be signed by Inspector at preconstruction meeting (pre-approval). To be signed by Inspector when work is mandrelled or receives final inspection (Final Acceptance). Each separate structure entry clearance requires separate QEW verification form.

WATER | ENERGY | LIFE

PUBLIC UTILITIES

Dispatch: 2911 Adams Street, 92504
(951) 351-6100
(951) 351-6290 (fax)

QEW Authorization Checklist

Name: _____
(Mobile Phone)

Contractor: _____
(Company Name)

- ☐ Letter from Contractor certifying Qualified Electrical Worker (QEW) qualifications and requesting Dispatch training.

* ☐ Resume or other documentation attached to letter verifying QEW experience:
  - o High voltage electric utility experience
  - o Journeyman status

* ☐ Interview with T&D Construction to verify:
  - o Experience in UG structures
  - o Knowledge of hazards
  - o Experience following safety procedures

- ☐ Dispatch training completed

- ☐ Accepted (Name placed on authorized QEW List)

_____
(Dispatch Approval)

* Not required for electrical contractors doing high voltage electrical work under a City contract.

Instructions

Contractor will enter information on "Name" and "Contractor" lines above and submit this form toform to Dispatch with letter on Contractor letterhead certifying QEW qualifications for the named individual. The letter will also request Dispatch training to obtain the authorization to take clearances on the City of Riverside Public Utilities electrical transmission and distribution system. Public Utilities staff will check and date each item as completed and send a copy of this form to contractor when a specific individual has been accepted as a Public Utilities "Authorized QEW".

WATER | ENERGY | LIFE

CITY OF RIVERSIDE PUBLIC UTILITIES

CITY OF RIVERSIDE PUBLIC UTILITIES
COMMONLY USED UNDERGROUND CONTRACTORS LIST

Contractor	Phone Number
A & R Electric	(714) 578-8888
A.M. Ortega Construction	(619) 571-1561
Asplundh Construction	(562) 206-1055
Baker Electric	(760) 745-2001
Cass Construction	(619) 590-0929
City Light & Power	(720) 305-0400
Doty Brothers Construction Company	(562) 864-6566
E.E. Electric	(909) 234-0324
Hampton Tedder Electric	(909) 628-1253
Henkels & McCoy	(909) 517-3011
Herman Weissker	(951) 826-8800
Hot Line Construction	(925) 354-8677
International Line Builders	(951) 682-2982
M.B. Herzog Electric, Inc.	(562) 531-2002
Pacific Industrial	(714) 990-9280
PAR Electric	(909) 854-2880
Southern Contracting	(760) 744-0760
Stronghold Engineering	(951) 684-9303
VCI Construction, Inc.	(909) 946-0905
W.A. Rasic Construction, Inc.	(562) 928-6111
ZAP Electric	(951) 534-5113

Updated 2/5/2024.